



OPERATIONAL PROCEDURES
FOR THE
MAINE EDUCATIONAL ASSESSMENT (MEA)
SCIENCE GRADES 5, 8 & 3RD YEAR HIGH SCHOOL
MAY 2015 ADMINISTRATION

This document is intended for use in conjunction with “*MEA Accommodations Guide*,” and both the “MEA Principal/Test Coordinator Manual” and the “MEA Test Administrator Manual.” These documents will be available prior to testing on the Maine Department of Education (MDOE) web page at <http://www.maine.gov/doe/mea/administration/index.html>

MAINE DEPARTMENT OF EDUCATION CONTACT INFORMATION:

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**MAINE OPERATIONAL PROCEDURES
MEA SCIENCE ADMINISTRATION – MAY 2015**

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1. ENROLLMENT ISSUES

All students enrolled in Maine public schools, including Maine’s public charter schools and magnet schools, or in a private school approved for tuition that enrolls at least 60% publicly funded students are required to participate in the MEA science test. MEA reports are based on student enrollments in Infinite Campus State Edition (ICSE). Schools are responsible for regularly updating individual student enrollment information in Infinite Campus to ensure that MEA reports reflect accurate information.

The official student data of record, except for accommodations, will be supplied by ICSE for all 2014-15 MEA assessment reports. **It is essential that schools keep their ICSE data current.** To ensure accurate student labels for use on the MEA answer booklets, schools must update and verify student enrollment by end of day on **March 2, 2015** by reviewing the reports titled “Attending Student Download” and MEA - Science Label Roster” (ICSE/Index Tab/ME State Reporting/Assessment Reports).

Students who move during the MEA testing window must be exited from the enrollment of the former school on the last date of attendance and enrolled in Infinite Campus by the new attending school immediately. To assist with communication between schools, the Maine DOE has posted contact information for School Enrollment Contacts at: <http://www.maine.gov/doe/mea/resources/index.html>. It is recommended that each school maintains documentation on students who move in or out of the school during testing for school records.

1.1 Public Schools

Each student attending a school in Maine who is publicly funded must be enrolled in ICSE with a “Primary Enrollment”.

- **Students who move** out of a school must be exited from the enrollment of the former school on the last date of attendance. This must occur regardless of whether or not a request for records has been received. Students who move into a school must be enrolled in ICSE by the new attending school immediately.
- **Expelled students** are no longer considered to be part of a school’s official enrollment. These students must be exited from ICSE, with expulsion as the exit type. Expelled students receiving special education services should be enrolled in ICSE with an enrollment type of “N. Special Ed Services”.
- **Suspended students** are considered to be part of a school’s official enrollment.
- **Students** who have been adjudicated and are **committed to a Youth Development Center** are enrolled in the educational program provided at that site. These students must be exited from the enrollment of the former school and enrolled in ICSE by the new school immediately.
- **Students detained by law enforcement** during the entire MEA testing window are enrolled at the public school they normally attend. They will be considered for Special Considerations (See section 2.16, below).

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1.2 Public Program in Resident SAU

Students who are attending a program in their resident School Administrative Unit (SAU) that is located in a school other than their resident school should be enrolled in their resident school.

1.3 Public Program in Non-Resident SAU

Students who are publicly tuitioned to an in-state public program (e.g., regional special education, alternative education, etc.) in another SAU should be enrolled in their resident school in their resident school administrative unit.

1.4 Private Special Purpose School (approved by MDOE)

Each student enrolled in a public school who is tuitioned by an SAU to an MDOE-approved in-state private special purpose school will have a primary enrollment with the resident SAU in ICSE and must have a partial enrollment in the private special purpose school.

1.5 Residential Treatment Centers as defined in Title 20-A § 1 (24_A) (D) (3)

Students who live at a Residential Treatment Center 100% of the time and are State Agency Clients and receive 100% of their education at the same Residential Center where they live will be enrolled by the MDOE Special Services Team (beth.vieta@maine.gov) in the MDOE School as primary enrollments. The Residential Treatment Center will then enroll the students as partial enrollments, completing the Resident Town and Resident SAU fields with “Maine Department of Education”.

1.6 Out-of-State Schools/Programs

Students who were enrolled in a Maine public school, but are receiving their educational program outside the state of Maine during the MEA testing window, should be exited from the Maine school and enrolled in “Non-Maine SAU” for the period they are gone. Resident school units should contact the MEDMS Help Desk, medms.helpdesk@maine.gov or 624-6896, to enroll the student in the “Non-Maine SAU” and to reenroll the student in the Maine school when they return.

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2. PARTICIPATION ISSUES

All students who are publicly funded and enrolled in Maine public schools (including public charter schools and magnet schools and those private schools whose enrollment consists of at least 60% publicly funded students) shall participate in the MEA science test in grades 5 and 8, and in the 3rd year of high school except for those who meet the criteria for Special Considerations (See section 2.16, below). This includes students designated as state wards, state agency clients, or homeless. Participation can be through standard administration of the MEA, through administration with accommodations, and/or through alternate assessment (PAAP) in grades 5 and 8, and in the 3rd year of high school. Schools should ensure that all ICSE enrollment information is accurate for all students by reviewing the “MEA Label Roster” report in the Infinite Campus State Edition (see Section 1, “Enrollment Issues” for instructions). They may want to maintain a separate list of students enrolled and their subgroup designations (e.g., ELL, SPED, etc.) during the MEA administration for their files.

NOTE: Federal law mandates student participation in the science portion of the MEA, although science scores are not used for accountability determinations.

2.1 Students Attending Public Schools

Each publicly funded student enrolled in a Maine public school shall participate in the MEA test except for those who meet the criteria for Special Considerations (See section 2.16, below).

Students enrolled in Maine public schools who are not publicly funded **may not** participate in the MEA.

2.2 Students Attending a Public Program in Resident SAU

Each student attending a program in the resident SAU that is not located in the resident school shall participate in the MEA through the appropriate avenue using testing materials provided by the resident school and returned to the resident school for mailing.

2.3 Students Attending Public Programs in Non-Resident SAU

Students who are publicly tuitioned to a public program (e.g., regional special education, alternate education, etc.) in a non-resident SAU shall participate in the MEA through the appropriate avenue using testing materials provided by the resident school and returned to the resident school for mailing.

2.4 Students Attending Private Special Purpose Schools/Residential Treatment Centers (approved by MDOE)

Students who are attending a private special purpose school/residential treatment center must participate in the MEA through the appropriate avenue in the school they are attending. Materials for the MEA and Personalized Alternate Assessment Portfolios (PAAPs) are shipped directly to private special purpose schools/residential treatment centers. The student’s results will be included with the results for the resident SAU.

2.5 Students Attending Out-of-State Schools/Programs

Students receiving their educational program outside the state of Maine during the testing window will not participate in the assessment.

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2.6 Students who Reside Out-of-State and are enrolled in Maine Public Schools

Out-of-state residents who are tuitioned to a Maine public school are **not** eligible to participate in the MEA.

2.7 Students who have been Retained

A 5th grade or 8th grade student who has been retained at a grade level **will** participate again at that grade level. High school students participate in the MEA Science assessment only once, in their 3rd year in high school, regardless of their grade level.

**2.8 Students Who Move During the Three Week MEA Testing Window
(Non-PAAP Participants)**

It is the school's responsibility to immediately update ICSE when a student moves. The two schools should attempt to coordinate the completion of testing for the student. To assist with communication between schools, the Maine DOE has posted contact information for School Enrollment Contacts at: <http://www.maine.gov/doe/mea/resources/index.html>. It is recommended that each school maintains documentation on students who move in or out of the school during testing for school records.

A student's score is based on the items s/he has answered/submitted and may reflect an inaccurate score if the student moved during the test and failed to complete the test.

2.8.1 From a Maine Public School

A student who moves out of a Maine public school during the testing window must take any sessions of the MEA that are administered in that school before the date of the move. Schools should follow the directions for the handling of the student test materials in the Test Coordinator Manual.

2.8.2 Into a Maine Public School

A student who enrolls in a Maine public school during the testing window must take any sessions of the MEA that are scheduled to be administered in the new attending school on and after the date of enrollment, unless testing was completed at the previous school. (NOTE: Students should not retake any test session if it has been confirmed with the previous school that the student already participated in those sessions.) If the school has completed testing before the student enrolls, the school does not have to administer make-up sessions to the student.

2.9 Students Who Move During the Three Week MEA Testing Window (PAAP Participants)

Maine's alternate assessment for Science is the Personalized Alternate Assessment Portfolio (PAAP), in which students with a special education designation who have a severe cognitive disability may participate if they meet PAAP participation guidelines and assessment through the PAAP is specified in their IEP. While it serves as the avenue of participation in the MEA for some students, the formats of the two assessments differ significantly. Because the PAAP is a

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portfolio compiled over five months of a school year, the operational procedures for the MEA and the PAAP must also differ.

2.9.1 Into a Maine Public School on or prior to March 1st

When a student who is participating in alternate assessment, moves into a Maine public school, from either out of state or another Maine school **on or prior to** March 1, 2015, the PAAP must be completed. Any PAAP work completed to date should be sent to the receiving school for incorporation into the final portfolio.

2.9.2 Into a Maine Public School after March 1st

When a student who is participating in alternate assessment through the PAAP moves into a Maine public school **after** March 1, 2015, the PAAP work completed before the moving date shall be submitted by the original school for scoring. The receiving school does not need to administer a new PAAP. For out-of-state arrivals, no assessment is required.

2.10 Students who are English Learners (ELs)

All EL students, including those who were enrolled in a United States school for the first time on or after January 1, 2014 as indicated in the appropriate field in ICSE “Date Entered US School”, must participate in the MEA Science assessment through standard administration or through administration with accommodations. All test responses must be in English. Refer to “MEA Accommodations Guide” for allowable accommodations.

2.11 Students Not Present During Testing

All students enrolled in grades 5 and 8, and in the 3rd year of high school in a Maine public school must take part in the MEA Science assessment. Students not present for testing, including those on scheduled vacations, will be considered to be non-participants, except for those students described in sections 1.1 (detained by law enforcement), 1.5 (students enrolled in an out of state school/program) and 2.16 (students with Special Considerations approved by Maine DOE).

2.12 Students who are Habitually Truant

Habitually truant students who do not participate in the MEA due to absences during the testing window will be considered non-participants in the MEA.

2.13 Suspended Students

Suspended students are expected to participate in the MEA through a combination of regularly scheduled administration and makeup sessions.

2.14 Students Detained at the Youth Development Centers

Students detained by law enforcement during the MEA testing window are enrolled at the public school they normally attend. They will be considered for Special Considerations (See section 2.16, below).

2.15 Students Committed to the Youth Development Centers

Students who have been adjudicated and are committed to a Youth Development Center take part in the MEA through the educational program provided at that site.

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2.16 Student Conditions Requiring Special Considerations

Generally, if a student can receive instruction, the student can participate in a state assessment. However, in rare instances, students are unable to participate in either instruction or assessment. In these cases, a request for Maine DOE approval of non-participation in a state assessment must be made. The Maine DOE-approved reasons for allowing non-participation in a state assessment are called Special Considerations and fall within five broad areas:

- **Medical Emergency/Serious Illness:** Students experiencing a documented significant and fully incapacitating medical emergency or serious illness, such as: a terminal illness, a serious car accident, hospitalization, or placement in hospice care.
- **Severe Emotional Distress:** Students experiencing a documented significant and fully incapacitating emotional trauma that extends across the entire test window and prevents the student from participating in instruction offered either at school or at home.
- **Death in the Immediate Family:** Students experiencing the loss of a close family member.
- **Agency Involvement:** Involvement by an outside agency such as Department of Health and Human Services or detention by law enforcement pending adjudication.
- **Exigent Circumstance:** A situation that doesn't meet any of the above criteria must be discussed with Nancy Godfrey, Assessment Coordinator, Maine DOE at 207-624-6775 prior to the submission of the request. Absence due to behavior issues, suspensions, and truancy do not meet this definition and are not eligible for appeal.

Special Consideration requests must be submitted by the last day of the testing window of the applicable state assessment. These requests must be based on a decision made by an educational team that includes as appropriate; the student's teachers, special education teacher, English as a Second Language endorsed educator, school counselor, principal, parent or legal guardian, and, if possible, the student. This educational team collects and reviews information, and documents the decision. The principal completes the Request for Special Consideration (Form 1) and obtains the parent's consent (Form 2).

Requests are reviewed by the Special Considerations Review Panel at Maine DOE, who may request additional information when needed. Forms 1 and 2 are located at the end of this document and on the test administration page located at:
<http://www.maine.gov/doe/mea/administration/index.html> .

2.17 Students in Ungraded, Multi-age Programs

Students in ungraded, multi-age programs will participate at the ICSE grade levels assigned to the students by the school.

2.18 Parent/Student Refusals

Federal and Maine laws require that all students be tested.

2.19 Home-Schooled Students

Home-schooled students, including those enrolled in ICSE and taking some coursework in the public school, may take the test on an optional basis at the local school, if the local school

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agrees. These students are not considered to be part of the school's official enrollment for purposes of MEA testing and their scores are not included in the school results. Parent letters containing scores of home-schooled students are returned to the local school for distribution.

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3. ADMINISTRATION ISSUES

The MEA must be administered in accordance with the rules contained in the MEA Principal/Test Coordinator and Test Administrator Manuals.

3.1 Student Registration (General Assessment)

Schools are **generally not** required to register students or provide information about the number of test materials needed. The testing contractor supplies materials based on ICSE enrollment data. The **only exception** is that schools must order Braille and large print versions of the test **only** for visually impaired students whose IEP has changed since that time.

3.2 Student Registration for PAAPs

Student registration occurs through the online Task Bank. When students have partial enrollments in ICSE, both resident and attending schools will need to collaborate to make sure the student is being assessed.

3.3 Students with Behavioral Issues

Students who must be removed from testing for inappropriate behavior may be allowed to resume testing at the discretion of the principal after appropriate intervention. In the case of cheating, testing should be stopped and the Maine Department of Education should be contacted for further instructions. See the cover page of this document for contact information.

3.4 Students Experiencing Emergency Situations

If a student experiences an emergency situation during testing that prevents participation in the MEA for Science, the principal should request a Special Consideration (See section 2.16, above).

3.5 Blank/Non-Scorable Student Responses

If there is a blank student response booklet or there are no scorable items (e.g., contains expletives, unrelated drawings, but not answers), the student will not receive a score.

3.6 Incomplete Student Responses

If testing is incomplete, the student will receive a score based on the items he or she has answered/submitted.

3.7 Out-of-Level Assessments

Students at one grade level may not be assessed with material developed for a different grade level. The grade level of record is the grade level in ICSE. If a student takes the MEA at another grade level, that student will be considered a non-participant, and no scores will be computed.

3.8 Extensions to MEA Testing Window

Requests for an extension to the MEA testing window due to unforeseen circumstances will be resolved on an individual basis by the Maine Department of Education. See the cover page of this document for contact information.

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GLOSSARY

Attending School – The school which a student attends daily.

English Learner (EL) – This designation refers to a **subset of students** whose English proficiency in *any* of the language modalities (reading, writing, listening or speaking) is significantly below that of their peers. A student is classified as an “English Language Learner” based on the student’s English language proficiency as measured by WIDA ACCESS for ELLs®.

Individual Educational Program – A program designed by a team of individuals, including parents, responsible for determining a student’s eligibility for special education and related services, including the student’s avenue of participation in the MEA. (Maine Unified Special Education Regulations, Chapter 101, May 10, 2012).

Infinite Campus State Edition (ICSE) – The statewide student management system.

Maine Educational Assessment (MEA) – No Child Left Behind requires a testing program for students in science. The MEA is the testing program that Maine uses at grades 5 and 8 and in the 3rd year of high school.

Partial Enrollment – A student who is tuitioned to an out of district educational setting has a primary enrollment in ICSE at his/her resident school and a partial enrollment at the out of district educational setting.

Personalized Alternate Assessment Portfolio (PAAP) – Federal and State laws require that all students be included in the Maine Educational Assessment. To that end, three avenues of participation are provided (Standard Administration, Administration with Accommodations, and/or Alternate Assessment). Maine’s Alternate Assessment is the PAAP. The PAAP is designed for students needing an alternate measure of performance in a content area because their exceptionality is so significant that it does not allow access to the standard assessment even with a combination of accommodations.

Resident School or Resident SAU- The school or school administrative unit where the student’s parent/guardian resides.

SAU - A school administrative unit “SAU” may be a charter school, school administrative district, municipal district, a community school district, a state operated school(MSSM, correctional, etc.), or a regional school unit for the purposes of this document.

TESTING WINDOWS:

MEA - The testing window for the administration of the MEA science test, which should include all make-up testing, begins on May 4, 2015 and ends on May 22. Material pickup will occur on May 26, 2015.

PAAP - The administration window for the PAAP was from December 1, 2014 through April 30, 2015.

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**MAINE DEPARTMENT OF EDUCATION –
FORM 1: REQUEST FOR SPECIAL CONSIDERATION**

| |
|------------------------|
| Office Use Only |
| DR _____ |
| P _____ DN _____ |

STUDENT INFORMATION FORM

| | |
|----------------------|--|
| Request Date: | |
|----------------------|--|

| | | | |
|------------------------|--|---------------------------|--|
| Student Name | | State Student ID # | |
| Grade | | School | |
| Principal Name | | Phone/ext. | |
| Principal Email | | | |

| Reason for Request for Special Consideration (circle) | | | | |
|---|------------------------------|-------------------------------------|--------------------|---------------------------|
| Medical Emergency/ Serious Illness | Severe Emotional Distress | Death in the Immediate Family | Agency Involvement | Exigent Circumstances* |

*Exigent circumstances must be discussed with DOE personnel before submission of the request.

| Student is unable to participate in the following: (circle) | |
|---|---|
| MEA – Science | MEA – (Alternate) Science (PAAP) |
| MEA –Mathematics and English Language Arts/Literacy | MEA – (Alternate) Mathematics and English Language Arts/Literacy (NCSC) |

The criteria below include the minimum conditions that must be met by the principal prior to submission of this request for non-participation in statewide assessment for a student.

| Assurances by principal: | Yes | No | If no, then add comment(s): |
|---|-----|----|-----------------------------|
| 1. Did a team convene to discuss this request? | | | |
| 2. Does the student agree with this request? | | | |
| 3. Has a parent/guardian signed the consent form and agreed to share relevant information with the MDOE Special Considerations Review Team as needed? (Form 2) | | | |
| 4. I certify that this student cannot participate in INSTRUCTION , even with accommodations, during the test window. | | | |
| 5. I certify that this student cannot participate in ASSESSMENT , even with accommodations, during the test window. | | | |

I certify that the information contained within this notification is complete and accurate.

Principal's Signature

_____/_____/_____
Date

**This form must be faxed to the MDOE
Att. Charlene Tucker, Director of Assessment & Accountability (207)-624-6771**

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FORM 2: PARENT CONSENT SIGNATURE FORM

(Do not submit to Maine DOE; retain in school file with student record)

I have consulted with the school district and agree with this request to exempt my child from statewide assessment. I understand that this means I will have no statewide assessment data for my child for the year of instruction being assessed.

Student's name:

By signing this request,

*I **do** ☐ / **do not** ☐ (check one) give the district **permission to seek an exemption** for my child from statewide assessment for medical or other extraordinary reasons.*

*I **do** ☐ / **do not** ☐ (check one) give **permission for the district to discuss the request** if necessary with a member of the Special Considerations Review Panel.*

Parent Name (Please Print)

Parent Signature

____/____/____
Date